



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 03 2025

MEMORANDUM

No. 043, s. 2025

**REGIONAL WORKSHOP ON THE DEVELOPMENT OF SCHOOL LIBRARY
HANDBOOK OF OPERATIONS**

TO: OIC- Asst. Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
EPS-Learning Resources Management Section
Division and School Librarians

1. Attached is Regional Memorandum No. 083, s. 2025 on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Participants in this activity are the following:
 - a. Ms. Cecilia A. Ilarde – Division Librarian II
 - b. Michelle Mae M. Cacho – School Librarian II, Muntinlupa National HS
3. Immediate and wide dissemination of this Memorandum is desired.

For:

VIOLETA M. GONZALES
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

By:

FLORANTE C. MARMETO
Chief Education Supervisor- CID
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: None

To be indicated in the Perpetual Index
under the following subjects:

LIBRARY

CONFERENCES

SCHOOL

GUU: NM REGIONAL WORKSHOP ON THE DEVELOPMENT OF SCHOOL LIBRARY HANDBOOK OF OPERATIONS

NUM-2025-043/ February 2, 2025

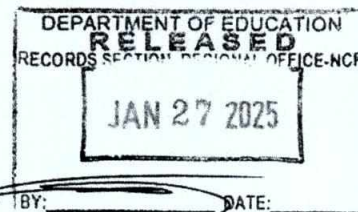
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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



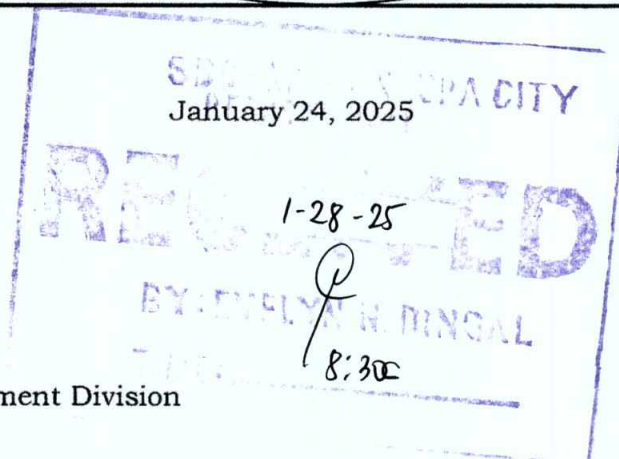
Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. 083, s. 2025

To: Schools Division Superintendents
Chief, Curriculum and Learning Management Division
EPS, LRMS
Librarians, School Librarians



**REGIONAL WORKSHOP ON THE DEVELOPMENT OF SCHOOL LIBRARY
HANDBOOK OF OPERATIONS**

1. The Department of Education – National Capital Region, through the Curriculum and Learning Management Division – Learning Resource Management Section (CLMD-LRMS), will conduct the above-stated activity on February 10-14, 2025, within Cavite City, specific venue to be announced.
2. The activity aims to:
 - a. Develop and contextualize school library manual;
 - b. Develop monitoring mechanisms of school library utilization.
3. Participants to this activity are the LRMS Division Librarians, selected school librarians and teacher librarians, as stated in the list of participants. They are required to do pre-registration through the link to be shared in the librarians group chat on or before February 5, 2025.
4. Participants with existing medical conditions (hypertension, diabetes etc.) are requested to bring their maintenance medications, also they are requested to bring reference materials, extension cords and pocket wifi.
5. Registration starts at 8:00 AM on February 10, 2025, while the opening program and orientation will be at 10:30 AM.
6. First meal of the activity is AM snacks of February 10, 2025, while the last meal is PM snacks on February 14, 2025. Attached in the indicative workshop schedule.
7. Board and Lodging of the participants is c/o BLR funds, while travel expenses shall be charged against local funds subject to the existing government accounting and auditing rules and regulations.



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Department of Education
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8. For inquiries please contact Miss Nancy C. Mabunga, Librarian II, CLMD at email address nancy.mabunga@deped.gov.ph.
9. Immediate and wide dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA

Regional Director, NCR
Concurrent Officer-In-Charge,
Office of the Assistant Secretary for Operations

CLMD/LRMS

Regional Workshop on the Development of School Library Handbook of Operations				
February 10-14, 2025				
LIST OF PARTICIPANTS				
DIVISION		NAME OF DIVISION LIBRARIAN/ LICENSED SCHOOL LIBRARIAN / TEACHER LIBRARIAN	OFFICIAL STATION	DESIGNATION
CALOOCAN	1	Charlyn D. Reyes	SDO Caloocan	Librarian II
	2	Ma. Gladys A. Ganai	SDO Caloocan	
LAS PINAS	3	Ana Serona Montanez	SDO Las Pinas	Librarian II
	4			
MAKATI	5	Ma. Fatima Delfin	SDO Makati	Librarian II
	6	May Ann C. Subiaga	San Isidro National High School	School Librarian I
MALABON	7	Christina J. Bolintiam	SDO Malabon	Librarian II
	8	Donnalyn Estrada	Malabon National High School	School Librarian III
	9	Jemelyn G. Ferando	Santulan Elementary School	Teacher III
MANDALUYON	10	Mary Katherine G. Sabando	Jose Fabella Memorial School	Teacher-Librarian
	11	Roxanne A. Sagrado	Jose Fabella Memorial School	Teacher-Librarian
	12	Joella Z. Baloloy	SDO Mandaluyong	Library Staff
MANILA	13	Lady Hannah Gillo	SDO Manila	Librarian II
	14	Eloisa T Mangosing	E. Amang Rodriguez Voc. HS	School Librarian III
	15	Jastine A Montero	E. Abada HS	School Librarian I
	16	Vivian P. Gallardo	Dr. Juan Nolasco High School	Librarian II
MARIKINA	17	Catherine Paningbatan	SDO Marikina	Librarian II
	18	Kristine De Vera	Marikina High School	Sch. Librarian II
	19	Araceli Dy	Concepcion Integrated School-SL	Head Teacher III
MUNTINLUPA	20	Cecilia Ilarde	SDO Muntinlupa	Librarian II
	21	Michelle Mae M. Cacho	Muntinlupa National HS	School Librarian III
NAVOTAS	22	Shirley Eva Marie Mangaluz	SDO Navotas	Librarian II
	23	Haidee A. Payson	Navotas	Teacher Librarian
	24			
PARANAQUE	25	Katreena A. Baluyot	SDO Paranaque	Librarian II
	26	Azenith L. Mabasa	Parañaque National HS - Main	School Librarian I
	27	Maria Celinda L. Taruc	Don Galo Elementary School	Teacher II
PASAY	28	Gloudette Ballesteros Germinal	SDO Pasay	Librarian II
	29	Noreen Jana Alvarez	Pasay City National High School	School Librarian I
	30	Jennelyn P. Bay	Pasay City North High School-MD	School Librarian I
	31	Angela Grace Caper	Pasay City North High School-MD	School Librarian I
PASIG	32	Aldric Rodolfo Z. Gaerlan II	SDO Pasig City	Librarian II
	33	Edison P. Clet	Kapitolyo High School	Teacher II
	34	Nancy O. Tomas	Sto. Niño Elementary School	Teacher I
	35	Kate Anne Macasinag	Eusebio High School	Teacher III
QUEZON CITY	36	Liza De Guzman	SDO Quezon City	Librarian II
	37	Mary Jane C. de Vera	Culiat High School	School Librarian
	38	Maricris S. Reyes	Betty Go Belmonte ES	Librarian Aide
	39	Cheche Fajarito	Quirino High School	School Librarian
SAN JUAN	40	Vilma Padilla	SDO San Juan	Librarian II
	41	Michael Santos	San Juan National High School	Libraian I
	42			
TAPAT	43	Joseph Son	SDO TAPAT	Librarian II
	44	Mary Eleanor C. Ilustrisimo	Benigno Aquino High School	Teacher III
VALENZUELA	45	Analiza DG. Dela Cruz	SDO Valenzuela	Librarian II
	46	Jocelyn S. Nolasco	SDO Valenzuela	Head Teacher VI
	47	Mary Ann A. Dofredo	SDO Valenzuela	Head Teacher III
	48	Resource Person		
	49	Resource Person		
	50			